



OFFICE OF HOMELAND SECURITY

GRANT MANAGEMENT MEMORANDUM

2007-003

Date: May 7, 2007

To: All Governors' Office of Homeland Security (OHS) Subgrantees

From: Grants Management

RE: FY 2007 Application Process and Significant Changes

The Governor's Office of Homeland Security (OHS) recently completed six (6) Fiscal Year 2007 Application Workshops throughout the State of California. The purpose of this Grant Management Memorandum is to provide additional clarification regarding State Initiatives developed for the FY2007 application process.

California Joint Regional Information Exchange System

The State Terrorism Threat Assessment Center (STTAC) and Regional Terrorism Threat Assessment Centers (RTTAC) are all linked by a common information sharing system, the California Joint Regional Information Exchange System (CAL JRIES). CAL JRIES is comprised of two (2) main components: a web portal for storing information (documents, photos, alerts, warnings, etc.) and a highly secure information sharing and collaboration environment using Microsoft's Groove Virtual Office software. CAL JRIES provides the technical means to share intelligence and operations information within a trusted community and to do it faster, easier, and in a highly secure manner.

Prior to being allowed access, all law enforcement intelligence and public safety workspace personnel will be vetted and certified for access by their parent agencies. This process takes approximately seven (7) days to complete. All members of CAL JRIES law enforcement intelligence workspaces are sworn law enforcement officers or state and local intelligence analysts certified for "need to know" access. Law enforcement and public safety personnel will have the ability to create and invite participants into additional workspaces within CAL JRIES. However, only certified law enforcement officials with a certified intelligence mission will be permitted invitations into any law enforcement intelligence agency workspace.

Points of Contact: Portal Subscription or Groove Virtual Office License:
Melissa Lovan 916-227-2680
Subscription web page URL:
<https://calj-cswc.doj.ca.gov/subscription>

Applicants shall document CAL JRIES access or an application for access to CAL JRIES in their grant application to be eligible for funding. Access or an application for access will be confirmed with the State Terrorism Threat Assessment Center (STTAC) prior to final application approval (see Attachment A - CAL JRIES).

Terrorism Liaison Officers (TLO)

In an effort to continue to build towards a comprehensive, integrated prevention network of information sharing, all recipients of FY 2007 Homeland Security Grant Program (HSGP) funds will be required to demonstrate connectivity to a trained Terrorism Liaison Officer (TLO); however, the TLO does not have to reside in their agency.

All subgrantees must identify connectivity to a Terrorism Liaison Officer (TLO) and identify the TLO for all entities receiving homeland security funding. Subgrantees must contact their nearest Regional Terrorism Threat Assessment Center (RTTAC) to document connectivity to the TLO.

State Terrorism threat Assessment Center
888-834-8200

STTAC@DOJ.CA.GOV

San Francisco Regional Terrorism Threat Assessment Center
1-866-367-8847

moderator@ncrttac.org

Sacramento Regional Terrorism Threat Assessment Center
888-884-8383
916-808-8383

SacRTTAC@sacsheriff.org

Los Angeles Regional Terrorism Threat Assessment Center
562-345-1100

leads@lajric.org

San Diego Regional Terrorism Threat Assessment Center
Terrorism@sdsheriff.org
(858) 495-5730

Grant Management Capabilities

Subgrantees are required to document their grant management capabilities and include this information with their application. The FY2007 Financial Management Forms Workbook contains information regarding Grant Management Capabilities.

Law Enforcement Training Set Aside

The OHS will withhold ten percent (10%) of LETPP funds to provide POST with funding for the training and backfill of local law enforcement officers awareness and Terrorism Liaison Officer (TLO) training.

State Set Aside

The Governor's Office of Homeland Security (OHS), as the State Administrative Agency (SAA), will withhold twenty percent (20%) of the State Homeland Security Program (SHSP), Urban Areas Security Initiative (UASI), and Law Enforcement Terrorism Prevention Program (LETPP) funds awarded to the state (Citizen Crops Program, CCP, and Metropolitan Medical Response System, MMRS, are excluded). This does not include the ten percent (10%) LETPP State Set Aside for Peace Officers Standard and Training (POST).

Tactical Interoperable Communications Plans (TICPs)

In FY07, participation in the California Statewide Interoperability Executive Committee (CalSIEC) and the development of a Tactical Interoperable Communications Plan (TICP) is **strongly suggested**. It is the intention of the OHS to require participation in CalSIEC and the development of a TICP as a condition of FY08 HSGP funding. Information is available on the CalSIEC website at www.calsiec.org.

Allocations by Discipline

Subgrantees are no longer required to follow the 20/20/20/40 split (Fire Services, Police Services, Emergency Medical Services, and Discretionary) for each discipline.

Electronic Version of Application

Subgrantees are required to submit an electronic version of their FY 2007 application to the Office for Domestic Preparedness (ODP) Secure Portal, California Compartment. To gain access to the portal, contact BJ Bjornson at 916-826-4488 or bj.bjornson@ohs.ca.gov.

The following steps are included to assist in this process:

1. ODP Secure Portal, California Compartment, Secure Messaging (Top left corner)
2. Compose Message (Top right)
3. Select "California (Organization)"
4. Select "Whitty, Kris (OHS) – (California)"
5. Insert Recipient
6. Enter Subject "FY 2007 HSGP Application"
7. Attach completed Financial Management Forms Workbook
8. Select Priority (High/Medium/Low)
9. Send Message Securely

Golden Guardian (GG07) Exercises

Subgrantees are encouraged to include in the subgrantee application planning and budgeting for local costs associated with participation in FY 2007, FY 2008, and FY 2009 Golden Guardian.

Failure to Submit Required Reports

Subgrantees who miss a single Biannual Strategy Implementation Report (BSIR) deadline will receive letters address to their Board of Supervisors. Subgrantees who fail to report twice in a row will have any subsequent awards reduced by ten percent (10%).

Corrective Action Plans (CAP)

The Office of Homeland Security (OHS) Monitoring and Audit Unit (MAU) is actively conducting monitoring visits, both desk review and on-site, among subgrantee jurisdictions to determine programmatic and fiscal compliance with homeland security awards. The result of this visit may include potential “findings” that need to be addressed and resolved in a Corrective Action Plan (CAP).

Subgrantees are required to resolve any “findings” during a monitoring or audit visit by completing a Corrective Action Plan (CAP) as specified in the Monitoring Report. The OHS may withhold funds of any subgrantee who fails to submit a CAP as necessitated by the report.

Performance Bond

Subgrantees are required to obtain a performance bond for any single equipment item over \$250,000, and for any vehicle, aviation, or watercraft financed with homeland security dollars. The cost of a performance bond may be charged to the grant.

“On Behalf Of”

Consistent with the federal guidelines, the OHS, in conjunction with local Approval Authorities, may designate funds “on behalf of” local entities that choose to decline their homeland security awards or fail to utilize them in a timely manner.

Incomplete or Late Applications

The OHS, at its sole discretion, reserves the right to reject or review incomplete or late FY 2007 HSGP subgrantee applications.

Personnel Costs

Personnel costs may not exceed fifteen percent (15%) of the total grant award. CCP and MMRS are excluded from this requirement. Supplanting is not allowed, nor may grant funds be used to support the hiring of sworn public safety officers to fulfill traditional public safety duties.

Grant Modifications

Subgrantees may request one (1) modification per quarter. Any change that requires an adjustment to the Automated Ledger System (ALS) is considered a modification and requires prior OHS approval. Any change that does not require an adjustment to the ALS may be made at the subgrantee level; however, program representatives must be informed of the change and a copy of the change needs to be placed in the subgrantee’s master file.

Fisher Safety

Subgrantees choosing to utilize Fisher Safety for procurements may "opt in" to Fisher via the form on the Fisher website (www.fishersafety.com.) Once the form is completed by the subgrantee, the Authorized Agent signs the form and mails to their OHS Program Representative for approval. If the subgrantee has not previously included Fisher Safety purchases in their original application, then this will be considered a "modification" and be subject to the "one modification per quarter" requirement.

Conclusion

It is anticipated subgrantee allocations will be made available approximately July 9, 2007. Subgrantees may begin working on their FY2007 applications via the FY2006 Financial Management Forms Workbook. The FY2007 Financial Workbook shall be released shortly.

For further information or assistance, please feel free to contact your OHS regional representative.

Sincerely,



Larry M. Davis

Deputy Director
Grants Management